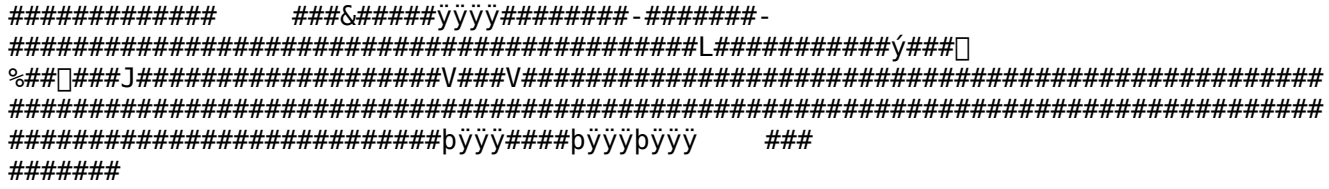

#MrEd########V###$#)#íüüÿöüòÿúüòÿ#ýíÿ ýíÿ#ýìÿ#ýëÿ#ýñÿ#ýõÿ#ýóÿ
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##ÿ□#ÿÿd#########d#########r##□##yö□ù□
□#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########e### #CLASSIFICATION #IN A DELEGATION OF
CLASSIFICATION AUTHORITY (DCA)ENVIRONMENT#□A NEW APPROACH□#O

```
################$#########################ÿ□#ÿÿd#########d#########2##□##¹õ¯üG
□#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###Overview of DCAOverview of
Classification PrinciplesHow to Write and Classify Job DescriptionsTraditional
ToolsAutomation ToolsOverview of RegionalizationO
```

#
#########
#####$###########
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####ÿ#ÿÿd#########d#########2#####ö üç
t#ÿÿ####ÿÿ#####ÿþ#ÿÿd#########d#########Ö###Converging InitiativesDelegation of Classification AuthorityRegionalizationClassification proponency to SECPOC 11/17/97ModernizationAutomation (PD Library, COREDOC, Automated Master File, PERMISS, CPOL)

```
#
#########
#####$###########
#########
####ÿ□#ÿÿd#########d#########2##□##©ö□üW t#ÿÿ
###ÿÿ#####ÿ4#ÿÿd#########d#########®###Classification and Budget Authority
delegated at HQ TRADOC in 1990 under Manage Civilian to Budget (MCB)Delegated to
DirectorsCPAC provided advisory classification decision
```

#"#########"#####$###########"#########"####ÿ□#ÿÿd#########d#########2##□##9÷,üç
Ô#ÿÿ ###ÿÿ#####ÿ4#ÿÿd#########d#########´###OASA(M&RA) Guidance on DCA, dated 17 Nov 97Rescinds Managing Civilians to Budget (MCB)Delegate classification authority through chain of command or to CPOCNo classifiers in CPAC

#(#########(#####$###########(#########(####ÿ□#ÿÿd#########d#########2##□##éõ,üw
##ÿÿ ###ÿÿ#####ÿ4#ÿÿd#########d#########¨###TRADOC PolicyDelegate to management No lower than directorate level or large divisionsTraining mandatoryLocal procedures to resolve alignment issues Accountability

```
################$########################ÿ#ÿÿd#########d############ÿ#ÿÿd####
#####d#########2####¹õüw
t#ÿÿ ###ÿÿ#####ÿ4#ÿÿd#########d#############Delegated through supervisory chainNo
lower than directorate or special staff levelHQ TRADOC Civilian Personnel
Management Policy memorandum, dated 26 May 97 still validElevate classification
disagreement or precedent setting action to C/SQuarterly R&A to C/S
```

```
############################################ÿ□#ÿÿd#########d#########3##□###ö<ûG
##ÿÿ####ÿÿ#####ÿ##ÿÿd#########d############
```

Mandatory Training Prior to DelegationGeneral Officer   Executive Briefing (30 minutes)Director Briefing on philosophy and demo automation tools (2 hours)Director or designee In-depth classification training (8 hours) Delegation Letter issued after training#

##ÿ□#ÿÿd#########d#########3##□##□õ□ûw
Ñ#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Ø### Commander Delegate and exercise classification authority   Implement accountability measures Take corrective action if authority is abused Train managers and supervisors Meet labor organizations obligations

```
#################$##########################ÿ□#ÿÿd#########d#########2##□###ö<ûÇ#$
#ÿÿ ###ÿÿ#####ÿ4#ÿÿd#########d#########Ê###Managers and SupervisorsAttend required
trainingExercise authority consistent with policy and regulations Contact CPOC for
technical informationUse automation toolsDocument classification rationale
```

##ÿ□#ÿÿd#########d#########1##□##êõýû□
□### ##########ÿ4###d#########d#########Þ###Staff WritersAttend required training
Perform analysis for Manager exercising DCA   consistent with policy and
regulations Contact CPAC on general proceduresContact CPOC for technical
informationUse automation tools

```
############################################ÿ□#ÿÿd#########d#########2##□##éõlû#
T#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Ý###CPAC Advisors (on-site) provide
guidance on:PD formatAppropriate classification standardsUse of automation tools
Reorganization PlanningPosition ManagementClassification Appeal Procedures
Alignment, High Grade, etc.O
```

##ÿ□#ÿÿd#########d#########2##□##éõ<û#
$#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#############SECPOC Classifiers (Ft Benning, GA):
Advise on standards interpretation Provide classification advisories, as
requested   Conduct position audits when requested or   needed (phone, e-mail, FAX, TDY) Provide feedback to supervisor on   classification
disagreement#

```
############################################ÿ□#ÿÿd#########d#########3##□##□õ-ü#
I#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ë###Focus of decision-making is Management
Not CPAC or CPOCAuthority delegated through management chain of commandManagers
are responsible for accuracy of JD, classification decision, position management,
and avoidance of misassignments #
```

##ÿ□#ÿÿd#########d#########3##□##□õ-ü#
ö#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########'###Delegated through management chain
Training required prior to delegationDelegation is to a person NOT a position
Delegate in writingDelegation applies only to positions under the supervisory
control of the manager Delegation terminated if manager changes jobs or moves to
another organization#

###Cannot be delegated to someone on temporary assignment or detailManagers may not classify their own positionClassification of positions which will impact the grade of the manager must be approved at a level in the chain of command which is beyond the possible impact

#####$########### ######### ####ÿ□#ÿÿd#########d#########2##□##
÷¼ü÷#□#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########³### Process of Planning, Establishing, & Executing Job Analysis and Job Evaluation Programs IAW Laws, Rules, Regulations, and Guides to Ensure Equitable Pay Treatment for Employees#

```
############################################ÿ□#ÿÿd#########d#########3##□##j÷]ü&
      ##ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########È###The process of determining:
PAY PLAN - GS/WG    TITLE          - Accountant/Carpenter    SERIES        -
0510/4707    GRADE        - 11/07Consistent with prevailing laws, standards, and
guides
```

```
#################$##########################ÿ#ÿÿd#########d#########2####éõÜúw
´#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ª###Title 5 United States Code, Chapter 51
Provides for GS and FWS systemsSection 5104 provides definitions for GS grade
levelsDirects OPM to issue classification standards
```

```
#################$##########################ÿ□#ÿÿd#########d#########2##□##¹õlûG
D### ##########ÿ4###d#########d#########□###Position Classification Standards for
GS jobsJob Grading Standards for FWS jobsClassifier□s HandbookSignificant
Classification Decisions
```

```
#################$###############$##########################ÿ#ÿÿd#########d######
###2####éõìüG
T#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d############Evaluate the TOTAL PositionEvaluate the
POSITION -                              NOT THE PERSONEvaluate Each Position on
its Own MeritsConsider the Intent of the StandardO
```

```
################$#########################ÿ□#ÿÿd#########d#########2##□##ùúìüç
      ´#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###Equal Pay for Substantially
Equal WorkDifferent Pay for Different     Knowledge & Skill RequirementsReasonable
Alignment with Rates Paid by Industry #
```

#################$##########################ÿ□#ÿÿd#########d#########2##□##éõìüG
T#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###Job Description is adequate if it contains sufficient information for classification purposes and information necessary to recruit qualified candidatesO

####ÿ#ÿÿd#########d#########2####éõüûG
T#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Ü###GS PositionsOccupies 25% or more of employees time and is different series or grade work OR requires additional qualificationsFWS PositionsAny duty that occupies the employees time on a regular and recurring basis

```
###########!#####$###############
###############,##########################ÿ�#ÿÿd#########d#########2##�##éõüûG
T#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########»###Duties which do not meet the criteria
for a Major DutyAssignment of duties to an employee is not limited to major duties
Reasonably related to the employee�s position and qualifications.O
```

```
#################$###############
###############,##########################ÿ□#ÿÿd#########d#########2##□##éõ□ûG
ô#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Î###GS PositionsMixed Series - highest
level work 25%Mixed Grade - highest level work 51%FWS PositionsHighest level of
regular and recurring work governs the grade regardless of the amount of time
performed
```

```
#################$##########################ÿ#ÿÿd#########d#########2####¹õü'
      t### ##########ÿ4###d#########d#########!###Your decision to assign a grade
outside the normal alignment for the organization could be a target for class
appeal/consistency reviewErroneous decisions could set precedents which,
historically, have caused agency directed mass corrections Could result in grade
controls being imposedO
```

###############$########################ÿ□#ÿÿd#########d#########2##□##©öüûW ä#ÿÿ ###ÿÿ#####ÿ4#ÿÿd#########d#########é###Employee not assigned the major duties in the JDEmployee assigned major duties not in the JDTemporary assignments become permanent and not in the JD (over 30 days) Work may be at lower, higher, or same grade as on the official JD#

```
#################$##########################ÿ□#ÿÿd#########d#########2##□##ùú<þG
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###Write duties in format of grade
-controlling standard Include percentage for each major dutyInclude □Performs
other duties as assigned□O
```

```
############################################ÿ#ÿÿd#########d#########1####Ðö|
ýU#Õ#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########_### Series Definition Exclusions
Occupational Information Factors Titles Grade Level Criteria#
```

```
############################################ÿ□#ÿÿd#########d#########2##□##éõ□ü□##
#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########à###Determine the Pay Plan
(e.g.., GS/WG/WL/WS)Determine Occupational Series Compare Duties &
Responsibilities to   Appropriate Classification Standard(s)  to determine grade
```

##ÿ□#ÿÿd#########d#########3##□##□õ=ûv ²#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ª###1. Organizational Location: Command, DCS,   Directorate, Division, Branch, Section,   Installation2. Reference: List standards used to determine   title, series, and grade of the position.3. Grade Determination: Briefly describe how you   applied the grading criteria to determine the   grade of the position.   4. Final Classification: Title, Pay Plan, Series   and Grade of the Position.

```
#################$#########################ÿ□#ÿÿd#########d#########2##□##©ö\üW
      t#ÿÿ####ÿÿ#####ÿþ#ÿÿd#########d#########ê###PD Library
(http://cpol.army.mil)Accurately classified Army job descriptionsCOREDOC
(http://www.cpms.osd.mil)Automated job description and evaluationCivilian
Personnel On line (CPOL) (http://cpol.army.mil)Classification Standards
```

#################$##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿþ#ÿÿd#########d#############PERMISS (http://cpol.army.mil)
Publication of DA policies and guidance on personnelRegionalization and Systems
Modernization (http://www.cpms.osd.mil)Click on Regional and Sys Modernization Div
Click on Personnel Process ImprovementsDownload COREDOC User Manual

##ÿ□#ÿÿd#########d#########3##□##Fö¶û#
©#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###A data base of JDs in current use
throughout   ArmySelected, reviewed and submitted by CPACs   and CPOCs Approved
by MACOMs

################$#########################ÿ□#ÿÿd#########d#########2##□##©ö□üG
t#ÿÿ ###ÿÿ#####ÿ4#ÿÿd#########d#########æ###Search by title, series, grade, JN,
installation,   MACOM and Region, key words or phrases JDs may be downloaded
and editedJDs electronically attached to a PERSACTION SF 52DA guarantees
classification accuracy (if unedited)

```
#################$##########################ÿ□#ÿÿd#########d#########2##□###öÜú□
      Ä##############ÿ4###d#########d#########ç###Automated personnel process
which produces a single document containing: Position Description & Evaluation
Statement Recruitment criteria (KSAs) Performance Management PlanTraining
RequirementsDesigned to be used by Managers.O
```

```
#################$##########################ÿ□#ÿÿd#########d#########2##□##yöÌûç
      ´#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ú###Now covers 112 occupational
seriesSixteen (16) additional series identified for coverageOpen System Version -
Part of Personnel Process Improvement (PPI) automated suite    Stand-alone Version
- may be downloaded from WWW (http://www.cpms.osd.mil)
```

#################$#########################ÿ□#ÿÿd#########d#########2##□##éõ□ûç
$#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########á###Unedited COREDOC is accurately classifiedCOREDOC with only minor changes will be considered accurately classifiedCOREDOC with major edits/changes to factors will be reviewed by CPOC Classification Specialists#

```
############################################ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########¶###Developed by SECPOCElectronic
copy of current job descriptionshttp://150.226.212.101/formslibSelect the
installation File directories based on seriesFile name (grade+job number)
```

```
############################################ÿ□#ÿÿd#########d#########2##□###ö□û#
##ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ñ###Classification guide developed by
SECPOCAutomated toolsReviewing and developing job descriptionsClassifying position
Processes and procedureshttp://www.cpol.army.milClick on Regional HomepageClick on
Southeast RegionClick on NavigatorO
```

```
############################################ÿ□#ÿÿd#########d#########2##□##©öÌûW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#############Classification to SECPOC
11/17/97Standard Processing GoalsIdentified Classifiers to service Ft MonroeJob
Description Cover SheetDocumentation of Classification RationaleSF-52 for
Classification ActionPosition Classification NavigatorAutomated Master Files
```

```
############################################ÿ□#ÿÿd#########d#########2##□##©ö<ûW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########{###SECPOC Classification Goals
Review existing job descriptions5 workdaysReview individualized job descriptions30
workdays#
```

```
############################################ÿ□#ÿÿd#########d#########2##□##¹õ□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########¬###SECPOC Points of ContactVirginia
Miller - DSN 835-9602 GS-13 to 15 positions Mae Horsey - DSN 835-9608 GS-1 to 12
positionsDoreen Calvo - DSN 835-9451MEDCOM positions
```

##ÿ□#ÿÿd#########d#########2##□##□õ<ûw
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d##########(###Cover sheet allows for electronic transmission and storage of new job descriptionsReplaces DA 374 (job description form)Includes information relating to:Organization Location Title, Series, and Grade of the position Standard CitationTyped name of DCA managerDate classified by DCA manager

```
############################################ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###PERSACTION - electronic SF-52
Electronically attach and transmitRevised job descriptionClassification rationale
Background material#
```

```
#*#########*#################*#########*####ÿ□#ÿÿd#########d#########r##□##©ö,ùW
      Äûÿÿ,###ÿÿ#####ÿ□#ÿÿd#########d######### ###Click to edit Master title style
```

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      t#ÿÿ####ÿÿ#####ÿ#ÿÿd#########d#########U###Click to edit Master text styles
Second levelThird levelFourth level ##Fifth level#
```

```
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%ý÷ÿ*ý÷ÿ.ýúÿ5ýüÿ5ý##Bý##Eý##Mý##Rý
```